



Houston Forensic Science Center

INTEROFFICE MEMO

To: Dayong Lee, Ph.D., F-ABFT, Manager – Toxicology

From: Jackeline Moral, Quality Director **Jackeline Moral** Digitally signed by Jackeline Moral
Date: 2023.08.15 07:18:23 -05'00'

cc: Amy Castillo, Ph.D., Chief Operating Officer

Date: August 15, 2023

Re: Clarification of Administrative Reviews and Testimony Evaluation for Alcohol Casework

This memo clarifies that HFSC has considered Dr. Lee authorized to perform administrative reviews and monitor testimony of alcohol cases since 2015. Based on her qualifications, the Quality Division is documenting Dr. Lee's exemption from the competency requirements listed in clause 6.2.3.1 of the Quality Manual.

Dr. Lee's authorization is based on her knowledge, skills, and abilities in the field of forensic toxicology. Dr. Lee received a Ph.D. in Toxicology in 2013 and is certified by the American Board of Forensic Toxicology and the National Registry of Certified Chemists. Dr. Lee has served as the Toxicology Manager at HFSC since 2015 and is licensed as a toxicologist (interpretative) by the Texas Forensic Science Commission. While employed at HFSC she has authored numerous papers in peer reviewed journals, taught courses in forensic toxicology, written standard operating procedures and training manuals for the toxicology section, and participated in method development and validation studies. Additionally, Dr. Lee evaluates courtroom testimony of toxicology staff who testify on behalf of HFSC.